

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

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MINUTES OF MEETING

April 7, 2005

(Approved May 5, 2005)

Members Present: Edward Murdough, Dan Mullen, David Duquette, Stephen Carrier, Kevin Pratt, Al Burbank, John Hogle, Peter Russell, Joseph Butts, George Sykes.

Members Absent: Brad Simpkins, Earl Sweeney, Ronald O'Keefe, Scott Weden, J. William Degnan, Richard Mason.

Others Present: *Division of Fire Standards & Training*--Bruce McPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Sue Prentiss, Bureau Chief; Heather Newland, Recording Secretary.

I. CALL TO ORDER

Item 1. Call to Order. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 10:02 a.m. on Thursday, April 7, 2005 at the Richard M. Flynn Fire Academy, Classroom 5, 222 Sheep Davis Road, Concord, NH. The Pledge of Allegiance was recited.

Item 2. Introductions. Chief McPherson introduced two new staff members:

- (a) Michele "Duffy" Ouellette, our receptionist, who replaced Lorena Case. Lorena moved out of state.
- (b) Eric Perry, our EMS Field Services Representative, who replaced Lenny Deane. Lenny is now our Equipment Control Supervisor.

II. APPROVAL OF MINUTES

- (a) **Item 1. March 3, 2005.** ***Motion*** was made by Commissioner Burbank, seconded by Commissioner Russell, to approve the Minutes of the March 3, 2005 Commission meeting after deleting

paragraph (e), Item 2, under IV—Committee Reports as it was determined that the paragraph was of a personal nature and not appropriate for the Minutes. Paragraph (f) then became paragraph (e).

Motion passed unanimously.

III. CHAIR'S REMARKS

Chair Duquette reported that he recently attended the Fire Mechanics' School in Florida, and he spent some time at the Florida Fire Academy. He noted how amazing it is that Florida and New Hampshire are parallel. However, Florida does not have residency yet. He stated it is nice to see where other states are.

IV. COMMITTEE REPORTS

Item 1. Emergency Medical Services. Chair Duquette asked Chief Prentiss to report on Emergency Medical Services. She reported on the following items for EMS:

- (a) HB 257, Relative to Emergency Medical and Trauma Services Protocols and Quality Assurance Program—The bill passed through the House Health, Human Services & Elderly Affairs Committee, and went to the Executive Departments & Administration Committee. The bill was amended removing the 541-A exemption for Patient Care Protocols, basically removing them from the rule making process. It then passed the full House. It has now gone to the Senate.
- (b) TEMSIS (Trauma & Emergency Medical Services Information System) Project—The project is funded and a vendor has been chosen, Image Trend from Minnesota. All 100 computers have arrived. The implementation plan is in its final draft. The system will come on-line Region by Region, with the Seacoast Region 3 first. Training will start the end of this Summer.
- (c) Patient Care Protocols—The new 2005 New Hampshire local options Patient Care Protocols were on line as of March 1, 2005. Much staff time has been dedicated to assisting hospitals with the process, and the feedback has been great.
- (d) Training for the Mark One kits and the new protocol for Chemical Exposure, Nerve Agents has been set up for April 20, 2005 at the Fire Academy. This will teleconferenced into the Gregg Public Safety Center in Littleton.

Item 2. Fire Marshal's Office. Director Degnan was absent.

Item 3. Forest Protection Bureau. Commissioner Simpkins was absent but had sent in a written report as follows:

**NH Division of Forests and Lands
Report for Commission Meeting
April 7, 2005**

- (a) Towers are tentatively scheduled to start on April 15. At that time we will be switching our radios from digital to analog and will be starting our weather broadcasts.
- (b) Governor Lynch signed a proclamation declaring April 17-23, 2005 as Forest Fire Awareness Week in New Hampshire.
- (c) As of Monday, April 4th, we have emergency administrative rules in effect for Res Part 5600 Forest Fire Service Rules while we go through the process of obtaining permanent rules.
- (d) This past week the Bureau participated in an assessment of the Northeast Forest Fire Protection Compact. Three representatives asked approximately 40 questions on how the Compact could better serve its members. It was a very positive and learning experience for all the people present. The highlight of the day was getting to meet with the Governor, Speaker of the House, and the Senate President for several minutes each. This was set up by one of our Compact Commissioner's, Rep. Jack Pratt from Walpole.

Item 4. Curriculum Review. Chair Duquette reported that the Curriculum Status Report is in each Commission member's packet and is as follows:

**CURRICULUM STATUS REPORT
April 7, 2005**

- (a) **Driver/Operator:**
 - (1) Pumps:
No classes scheduled at this time.
- (b) **Hazardous Materials:**
 - (1) Operations:
This program is well underway at this point with no problems reported.
 - (2) Technician:
The trailer is proving to be a valuable asset and will be an on-going work in progress; a new larger trailer has been ordered in order to contain the ever-growing demand of Hazardous Materials and Weapons of Mass Destruction.
- (c) **Aircraft Rescue & Fire Fighting:**
A number of Part 139 FAA classes have been approved for this Spring and Summer. A 40-hour class is scheduled for April; hopefully we can fill it.

Commissioner Burbank asked if there is a schedule of dates for the ARFF programs. Chief Rosolen replied that he will get the dates for everyone. A discussion followed regarding

the dates and marketing techniques in order to fill the programs.

(d) **NFPA 1030 Series:**

- (1) NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners:
At this point classes will be scheduled periodically as they consistently fill up. Inspector II Visiting Committee has started the process. The first three days will be cognitive and class activities, and the last two days will cover Citations.

Commissioner Sykes stated that the Fire Inspector II program will be 40 hours and will consist of eight lessons. Due to the time limitation, the Visiting Committee will be looking at items that may be duplicated. They do not want any repetition in the program. He stated that they have drafts of sections in Lessons 1, 2, 3, and 5. Lessons 7 and 8 will cover Citations. Chief Rosolen has received the Citations information and is working on converting in into the curriculum package.

- (2) NFPA 1033, Standard for Professional Qualifications for Fire Investigator:
Committee will meet this Friday, April 8.
- (3) NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator:
Will probably follow the 1033 standard.

(e) **Rescue Series:**

- (1) Structural Collapse:
No pilots scheduled as yet.
- (2) Confined Space:
There was a class in Portsmouth in October.
- (3) Technical Rope Rescue:
A visiting committee has begun. Captain Andy Anderson is assigned to the committee. A curriculum search is in progress at the moment. The committee feels that after six years ITRS needs to be reviewed and perhaps altered. This committee will deal with all of the 1006 standard series. Some members may change depending on the discipline studied.

(f) **NFPA 1001 Firefighter I and Firefighter II:**

Train-the-Trainers have been successful thus far with over 250 instructors attending both at the Academy and in the field from Littleton to Hollis. These programs are doing well.

(g) **NFPA 1021 Fire Officer:**

This program was very successful in October 2004. The course went well and was very successful in Burlington, Vermont as well. We will be doing a TtT for Vermont soon. A class is currently being offered in Manchester Fire.

(h) **NFPA 1041 Instructor:**

A Train-the-Trainer and a bridge course for instructors of 1041 were held in September 2004. Approximately 18 instructors were in attendance with six being first time additions. A bridge course for all instructors was scheduled for November

2004 and was successful, and a full 60-hour class was scheduled for November/December 2004 with excellent reviews. A bridge class will be offered this June 21 & 22, and an Instructor III in the Fall. An Instructor I visiting committee should be forming soon.

Chief Rosolen stated that we currently have an Instructor III program and a bridge class. Anyone wanting to be an EMS Instructor must be an Instructor III. Chief Prentiss emphasized that this requirement is for anyone new to the system. We will run a full program this Fall.

- (i) **NFPA 1051 Wildland Firefighter:**
Ready to go.

Chief Rosolen said that we will see some Wildland Firefighter programs coming up soon. We have already approved some, and a few of those are being held in the field.

- (j) **Other:**
 - (1) Visiting Committees for the following in accordance with the Commission vote on February 3, 1999 are about to commence in the near future once the committees are established.
 - (i) NFPA 1002 Aerial Apparatus: A visiting committee is being formed at this time.

Item 5. Retreat. Commissioner Murdough stated that he had nothing new to report.

V. REPORT OF THE DIRECTOR

Item 1. Director's Report #90. The Director's Report was as follows:
Director's Report #90
April 7, 2005

- 1) **CAPTAIN WILKING**
You have probably heard that Captain Eric Wilking has applied for and been offered the Assistant Fire Chief's position with the Exeter Fire Department. He has accepted and assumes his new duties on April 18, 2005. Since September 1997 Eric has defined dedication in his role at the Division of Fire Standards & Training. Congratulations and good luck to Eric! Captain Andy Anderson will be assuming Eric's duties and responsibilities and we have advertised Andy's present position.
- 2) **CFOD**
As a member of the Commission on Chief Fire Officer Designation, I attended the annual Spring meeting in Orlando. This program is really starting to be the standard for Chief Officer level training! We designated another 34 at this meeting, bringing the total to just under 500. Please visit their new web site at www.cfainet.org. NH was the first state to observe the CFOD as certification!

3) **CFSI ANNUAL DINNER**

The North American Fire Training Directors have purchased a table at the 17th Annual Congressional Fire Service Institute dinner in Washington tonight. As Secretary for the organization I have been invited to participate; that is why I am absent for my second commission meeting in 8 ½ years. A report will follow.

4) **FIOANH ANNUAL DINNER – APRIL 20, 2005**

The Fire Instructors and Officers Association of NH will hold their annual dinner/meeting at Makris's Restaurant (Rte 106N, Concord) on April 20. The annual John T. Ayers Fire Instructor of the Year award will be presented. John used to be an Assistant Chief for NH Fire Service Training. See Vice-Chairman Steve Carrier for more information.

5) **HB 303 – COMMISSION HOUSEKEEPING**

House Bill 303 is progressing through the Senate now that it has passed the House. The Senate hearing was yesterday with the Executive Departments and Administration Committee. It is a straightforward bill, and I presume it will not have a problem. NOTE: The Senate Committee voted "ought to pass" unanimously after the hearing.

6) **RECRUIT SCHOOL**

The Firefighter I portion of Recruit School started on Monday with a fine group of students that range from teenagers to retirement age! Ironically, five have recently returned from their deployment for Operation Iraqi Freedom. We anticipate a June 17 graduation date for this 11-week program.

It was reported that Captain Anderson will be running the C2F2 portion of the Recruit School. Both Mark Lemay and Robert Irish will be the Chiefs for C2F2.

7) **FIRE OFFICER I & II**

We are in week #2 of 3 with a Fire Officer program at the Manchester Fire Department. Things are progressing well.

8) **NATIONAL FIRE ACADEMY**

We offer National Fire Academy endorsed programs through our certification process. Classes include Fire Officer, Incident Command, Fire Instructor and others. We have recently submitted the paperwork for NFA certificates back to 1/1/04 for these programs. It will net over 800 NFA certificates! We are now submitting as the classes are offered.

9) **CAPITAL BUDGET**

An additional bay for the fire station is still in the capital budget for FY06. We are in desperate need of storage and other climate-controlled facilities.

Other items discussed were:

- 10) Fire Act Grant—Chief Rosolen reported that in 2004 we moved from 17th per capita to 10th with the Assistance to Fire Act Grants. The total was \$5,694,178, which means we went from \$3.71 per capita to \$4.61 per capita.

VI. OLD BUSINESS

Item 1. Retreat Items: Facilities. Commissioner Butts stated that there was a copy of his Facilities Report for the NH Fire Academy in everyone's folders. The Report was as follows:

Facilities Report for the NH Fire Academy

1. Responsibility of the Commission regarding facilities would only be suggestive according to 21-P:12-a II (a). As usual the Director is always open for new ideas and suggestions regarding any future use of the Academy facility.
2. Use of current space: All of the facilities are currently running at our ability to provide staff for operations.

We have cut back this year on programs because the staff was highly overworked last year. To run the facilities at a higher rate would mean a substantial increase in our personnel budget.

Commissioner Butts explained that to run the Academy every day would mean a substantial increase in our budget. He noted that we also need down days for repairs.

3. Currently:
 - a. 40 x 90 foot firehouse addition—in this year's budget and hopefully will be underway soon. This will provide gear and vehicle storage as we have been running out of space.

Commissioner Russell asked how much was in the Capital Budget for this addition. Chief McPherson reported that it is \$500,000. He further reported that we will create a mezzanine in the addition and have a crane to move supplies.

- b. Outside classrooms—we are still working on them as we currently have portable canopies to get the students out of the weather, which seem to be working good. This provides us the ability to move them for such things as snow removal, ongoing site work, and student comfort.
 - c. OEM facility is moving along and should not affect our operations. Hopefully this will free up office space for the Academy staff.
 - d. The firefighter memorial for the Academy is also currently moving along, and will be placed on the northeast corner of the hill adjacent to the fire station. This construction will be starting soon.
 - e. \$8,000.00 each has been given to Nashua, Meadow, and Interstate Emergency Unit (IEU) for upgrades to their training grounds. This provides adequate facilities to reduce travel distance and prop availability for field classes.
4. The Retreat item discussion was the possibility of a large indoor arena for activities such as CPAT, Basic Rescue, and other classes that could be held indoors away from

inclement weather. The solution would be to possibly purchase or swap the land adjacent to the ARFF site.

Appropriation of money for planning would be about \$100,000. Actual construction costs are unknown at this time without planning.

5. Portable props have eased the actual Academy grounds usage; these include portable burn rooms, SCBA maze, and air supply trailers.

New props soon to be in the field are Flammable Gas Props and Harmless Hazards trailer.

Commissioner Butts explained that the Harmless Hazards trailer is a virtual reality system, which is all computer controlled. Chief McPherson said he will set up a demonstration for the Commission members when we receive it.

Item 2. Request for Time Extension—Nashua. Chair Duquette brought everyone's attention to the letter received from Chief Roger Hatfield, Nashua Fire Rescue, in response to a telephone call from Director Mason last month. Director Mason had requested further information regarding the request for a time extension on C2F2 for Sharyn Hill-Filteau. Chief Hatfield's letter explained that Ms. Hill-Filteau is a dispatcher who wants to become a full-time firefighter in Nashua. She has not taken CPAT or C2F2 yet as both she and her son had medical issues.

Commissioner Heglund suggested that the Commission send a letter to explain that they cannot vote on a time extension until Ms. Hill-Filteau has taken and passed CPAT. Commissioner Butts recommended that we call Chief Hatfield to advise him that the deadline for the next CPAT is tomorrow, April 8, 2005.

Commissioner Sykes noted that Ms. Hill-Filteau would have to apply for a time extension one year from her hire date as a full-time firefighter. She would not need an extension until that time.

Motion was made by Commissioner Murdough, seconded by Commissioner Burbank, to deny the request for a time extension for C2F2 for Sharyn Hill-Filteau at this time as she is not currently a full-time firefighter for Nashua Fire Rescue. Motion passed unanimously.

VII. NEW BUSINESS

Item 1. School Building Projects. Commissioner Murdough reported that there are 14 new school building construction projects approved for around the State.

Item 2. Avian Flu. Commissioner Mullen stated that there has been some discussion on the Avian Flu by Homeland Security. The flu is transmitted by birds, and there are no vaccines available for it yet. They expect it to hit approximately 30 percent of the population of New Hampshire by January 2006. They predict it will take six months to develop a vaccine. Commissioner Mullen said he wanted to make the Commission members aware so they may discuss ways to dispense information. He noted that Homeland Security is serious and very concerned about this flu.

Chief Prentiss said that we have a list serve we may be able to use. After a short discussion, it was decided that the Division staff would help to contain the information about the flu and not spread rumors. The staff will disseminate information on symptoms and quarantine laws.

VIII. GOOD OF THE ORDER

Item 1. Letter from Mrs. Virginia Rand. Chair Duquette noted that each Commission member has a copy of a letter from Mrs. Virginia Rand in their packet of information. She had written a thank you letter for the pictures that were sent to her from the Academy Awards night where her husband, Richard S. Rand, was recognized posthumously.

Item 2. Meth Lab. Chair Duquette reported that they had transported a patient in Dover to the hospital for a drug overdose. When they went back to the apartment, they found a meth lab. There was a question about the safety of the site, so they had to evacuate the area.

Item 3. Risk Management Representatives. Commissioner Burbank stated that, as a point of interest, there are Risk Management representatives who work with local government centers. Both Commissioner O'Keefe and Mike Doolan have been hired as Risk Management Representatives.

Item 4. Next Commission Meeting. It was announced that the next Commission meeting, which will be May 5, 2005, will be held at the ARFF building. The virtual reality trailer will be there at that time for viewing.

IX. ADJOURNMENT

Motion was made by Commissioner Murdough, seconded by Commissioner Russell, to adjourn at 11:10 a.m. Motion passed unanimously.

SPECIAL NOTICE:

Report of Director J. William Degnan submitted April 11, 2005:

- (a) There was a fire fatality in Berlin. Another person was smoking while using oxygen. The building was equipped with a partial automatic sprinkler system, which stopped the fire at the door to the corridor.
- (b) HB 677, Hazardous Materials Funding, has been voted Inexpedient to Legislate (ITL). We will be working with the stakeholders to see if we can come up with a reasonable bill that they can accept.
- (c) HB 645, Fire Safe Cigarettes, has been retained in the House Ways & Means Committee. This is good, as it allows us additional time to prepare a reply to the tax loss concern.
- (d) HB 574 on Burn Injuries and HB 442 on Fire Code Violations Statute of Limitations are going to the Senate Judiciary Committee this month.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

- 1. Agenda 04/07/05
- 2. Minutes of Meeting – 03/03/05 – DRAFT--Not Approved
- 3. Curriculum Status Report 04/07/05
- 4. Minutes of Meeting – 02/03/05 – Approved 03/03/05
- 5. Director's Report #90—April 7, 2005
- 6. Number of Personnel Certified in NH 07/01/04 to 04/06/05
- 7. Letter of Explanation for C2F2 Time Extension—Nashua Fire
- 8. Thank You Letter from Mrs. Virginia Rand
- 9. Facilities Report for the NH Fire Academy from Commissioner Butts
- 10. HB 303-FN, An Act Relative to the Fire Standards & Training Commission
- 11. NH Division of Forests & Lands Report for Commission Meeting 04/07/05
- 12. Announcement for Fire Service Instructor/Supervisor Available Position